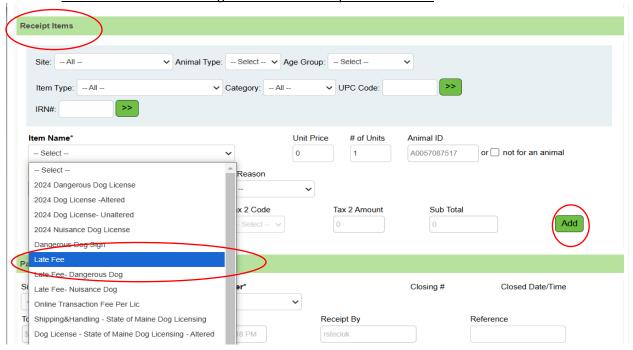
Adding a Late Fee to Receipts- Required for new licenses after January 31

Late fees will not be automatically added for 2025 licenses. Late fees must be for renewals and licenses being purchased more than 30 days after a pet is acquired or reaches 6-months of age, whichever is later. The late fee is added in the receipt process as follows:

- 1. Scroll down to the Receipt Items section
- 2. Go to ITEM NAME and select the correct late fee from the drop-down menu
- 3. Click ADD at the bottom right side of the Receipt Items section



After you add the late fee item, it will appear in the receipt items box. You will continue to the payment section as normal process for completing and submitting a receipt.

